

Bond Transmittal Sample

date

company
attn: name
address

Re: Bond Transmittal for Construction at location
Street Use Permit xxxxxxx

To Whom It May Concern::

Enclosed are an Individual Permit Bond Form, instructions for bond signing and a Street Improvement Cost Estimate.

The issuance of the Street Use Permit is conditional upon the submittal of the following items:

1. **Approved plans**
2. A **surety bond or cash deposit** in the amount of \$ xxxxxxx.00. If a bond is to be posted, a bonding company will need to prepare a bond according to the enclosed bond form sample. The bond must be signed by the managing partner of the partnership, by the owner of a sole proprietorship, or by the president or vice president of a corporation. If the bond is signed by other than the president or vice president of the corporation, written proof of authority to bind the corporation must be provided, referring to the corporate bylaws and/or a resolution authorizing the delegation of such authority.
3. A **construction phase cash deposit** in the amount of \$ xxxxxxx.00, which includes a \$68.00 permit fee, is to be made to cover the City's cost of inspection and survey and administrative processing. Additional deposits may be necessary as the project progresses. This is an estimate for planning purposes and not a "bid item" for City services. In the event cost exceeds the deposit, additional deposits may be required.

Either the completed bond or cash deposit, together with a cash deposit for the construction phase, must be presented to the Street Use Counter, Key Tower Suite 3700, 700 Fifth Avenue Seattle, WA 98104 prior to issuance of the permit. A bond will be sent to the Law Dept. for approval. Upon approval of the bond, the permit may be issued. **A pre-construction meeting is required prior to commencing with work under this permit. Upon completion of the above noted items, contact SDOT Inspection (Ray Barnes) at 615-0769 to schedule a meeting.**

Please note that the surety bond or cash deposit must remain in force for a period of one year past the acceptance of the construction by the Seattle Department of Transportation. If you have any questions, please call me at 684-xxxx.

Sincerely,

Name
Street Use Section

Enclosures:
Bond form
Instructions for bond completion
Engineering cost estimate